

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

January 29, 2007

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd  
County Librarian



SUBJECT: **SECOND QUARTERLY REPORT - RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the second quarter of FY 2006/07—the months of October, November, and December 2006. During this quarter, the Regional Administrators interviewed candidates every Friday and filled 11 vacancies. During the same period, only one new librarian (less than two years of service) left County employment for personal reasons. The Department had a net increase of 10 for Librarian I vacancies. These are the best results we have had since May 2005. Four librarians ranking from Librarian II to Librarian IV also left County service during this quarter; one left for personal reasons, two moved, and one resigned for a position in another library jurisdiction. As of the beginning of January 2007, the Department has 36 Librarian I positions vacant.

**Recruitment – Conferences and Campus Interviews**

- In October 2006, at the Joint Conference of Librarians of Color (JCLC) in Dallas, Texas, recruitment team members handed out copies of the Library brochures to the JCLC attendees and talked with numerous library school students. During this conference, the Department also interviewed three applicants and placed them on the eligibility list.
- In October, the Chief Deputy County Librarian and a Librarian made a recruitment visit to the library schools at the Madison and Milwaukee campuses of the University of Wisconsin. They made a presentation to the students and interviewed five applicants. One applicant was placed on the eligibility list; the other four were advised to contact the Library later when they got closer to graduation.

- The Department engaged in two recruitment endeavors in the month of November 2006. A Library Administrator and a retired Regional Administrator (working as a Consultant) attended the Annual Conference of the Hawaii Library Association in Honolulu. A total of seven candidates were interviewed and six were placed on the new Librarian I list. Another recruitment team led by a Library Administrator staffed the placement center booth of the California Library Association (CLA) Conference in Sacramento. Staff members talked to many potential candidates and interviewed applicants, resulting in two applicants being placed on the eligibility list.

### **Internships**

- The Recruitment Task Force interviewed five Librarian Intern candidates in December and placed three of them at the following libraries as Winter Quarter/Semester interns: Culver City, La Canada Flintridge, and Angelo M. Iacoboni (Lakewood). The Library received three new applications in late December and promulgated a new list in January 2007. The Recruitment Task Force has interviewed two of them and is in the process of placing them at suitable libraries.

### **Publicity**

- The Internet Services Unit has revised the County Library's Career Opportunities page for recruitment purposes. This revised page includes additional information such as employment benefits, what a Librarian does, and how to apply for a job with the Library. It will be linked from the Library's homepage using the Career Opportunities button and the flashing "Now Hiring" logo.

The salary increase for Librarians in October 2006 will greatly enhance the Library's recruitment efforts. Now that the salary is more competitive with other library jurisdictions, it is hoped that the Department will be able to fill entry level librarian positions more effectively in the coming months.

MDT:rmo

U: \_Board Report

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